STAARS

Effect of STAARS "Go-Live" on Track 3 Agencies

Presented To: All Track 3 Agencies

Presented On: August 11–13, 2015

Presented By: STAARS Project Team Members

Agenda

- Overview of STAARS
- Overview of STAARS project tracks
- Review what has changed already
- What will be changing on October 5, 2015?
- Accessing new screens and reports
- Security access
- Technical requirements
- Q & A

STAARS

- State of Alabama ERP (Enterprise Resource Planning) project

- Will implement a single software solution to modernize the State's accounting, procurement, personnel, payroll, budgeting, and reporting functions across all state agencies

STAARS Project Tracks

The STAARS project is being implemented in *tracks*.

- Track 1 is Financials and Procurement, impacts 20 of our largest agencies, and will go live on October 5, 2015
- Track 2 is Performance Budgeting, impacts all agencies, and went live on June 24, 2015

STAARS Project Tracks

- Track 3 is Financials and Procurement, impacts all remaining state agencies, and will go live on October 3, 2016

- Track 4 is Human Resource Management (HRM), impacts all agencies, and will go live early April, 2017

Presentation Focus

This presentation focuses on the **impact to Track 3 agencies** from the implementation of:

- STAARS Vendor Self Service (VSS) Portal on August 3, 2015

- STAARS Financials for Track 1 agencies on October 5, 2015

A Note to Manual Agencies

- Manual agencies are also Track 3 agencies.
- These agencies will be converted to automated agencies – keying in their OWN transactions - when Track 3 goes live in October 2016
- In the future there will be no manual agencies
- All agencies in the state of Alabama will be live in STAARS

Changes Made Already

- On August 3, 2015, the Vendor Self Service (VSS) feature of STAARS was implemented

- As part of the VSS rollout, there are new vendor guidelines and VREQ is no longer accessible to agencies

- VCUST Table is viewable in STAARS

- Vendor Self-Service Portal: https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService

Changes on October 5, 2015

- Internal Transactions: The IFSH table will no longer be available, but your IN and PV transactions will remain the same when entered into AFNS and will be converted to ITI1I documents in STAARS

- Awards cannot be finalized until the budget is approved and loaded, as STAARS validates accounting in real time

Changes on October 5, 2015

- Most CAS scheduled reports (daily, monthly, and yearly) will no longer be generated; however, AFNS output products (i.e., reports) will continue.

- The only report CAS will continue to generate is the Statewide Receipts Comparison (REV2/REVD) until October 1, 2016.

Changes on October 5, 2015

- If vendors elect to receive EFT payments (on VSS), the agency will no longer receive warrants for that vendor.

- For any vendor who does not elect EFT payments, the agency will still receive paper warrants.

- In STAARS, the Object Code will now be a 4-digit code that includes sub-object. (0900 02 = 0902)

What is NOT Changing?

- Most transactions you complete today will not change, and will be interfaced across systems as needed, including 13th accounting period transactions.

- All paper back-ups will still need to be sent.

- Professional service contracts will still be entered in CAS.

AR: Cash Receipts

- Agencies will enter the actual Bank Code on transactions (not just '1'). These bank codes have been collected and are being loaded to AFNS now.

- A deposit ticket number will be required in the "Comments" field in the header of the cash receipt in AFNS.

- Agencies will need to order deposit slips prior to October 2015 with deposit ticket numbers included.

AR/AP: Interfund Transactions

- When doing interfund INs for FY16, Track 3 agencies will only be able to use their **main** AGCY***0000 vendor number as the Seller agency on the IN.

- Due to interface issues, we cannot accept the AGCY***0001, etc., codes.

- If necessary, a JV can be used to move to a different (non-main) vendor number.

AP: Researching in STAARS*

CAS screen today	STAARS Screen 10/3
Suspense file	Document Catalog
WREC Screen	CHREC
ESUM	BQ1LV3
EALL	BQ1LV1
Open document tables for transactions (ex. OCRH, OPVD, OPOL)	Document Catalog
CBAL	CBALDQ
GCAD/GCAS	FA registry tables
EAPP	BQ1LV1
IFSH- IN	Document Catalog – ITI1I

*NOTE: InfoAdvantage reports have been developed to provide much of this information as well.

AP: Researching in STAARS

- Live demo of researching in STAARS
  - Logging in, Navigation Overview
  - Researching cleared warrants/EFTs
  - Using the document catalog in place of the suspense file.

Business Intelligence Reports

- The Business Intelligence Competency Center (BICC) develops and manages statewide reports and provides assistance to agencies.

- The <u>Statewide Reports List</u> shows which STAARS reports will replace previously delivered reports.

- Documentation will be published in infoAdvantage if you need more information.

Microsoft Excel Worksheet

Live Demo

- Log in to STAARS

- Access *infoAdvantage*, the reporting component within STAARS

- infoAdvantage folder structure and documentation available

- Run Warrant Register – Export to .XLS

Technical

- All users must have a User Principle Name in the state's active directory

- Network information will be discussed with agency IT contacts

- If your agency has not done this already, please contact STAARS Support with the name of your IT contact person

End User Hardware and Software Requirements

- X86 processor operating at 1 GHz
- 2 GB RAM
- 1024 by 768 screen resolution
- 10 Mbps Ethernet connection
- 32 MB graphics card
- Office 2003 (with Office 2007 compatibility pack), 2007, 2010 or 2013
- JAVA 1.7.0.51
- Internet Explorer (8 Windows XP only); (9, 10, 11 Windows 7); (10 and 11 for Windows 8 and 8.1)
- Mozilla Firefox ESR 24 (pop-up blocker should be disabled)
- TLS 1.0 or greater must be enabled on Internet Explorer and Firefox browser (by default, this is enabled)
- For accessibility users, use JAWS 14 or Windows Eye 8
- Microsoft patches – ensure you exclude Java update from updates

Security

- The Security and Workflow Competency Center (SWCC) manages the security and WF administration for STAARS and provides assistance to users.

- Track 3 agency users will receive view-only access to STAARS Financial and infoAdvantage.

Security

- Access will be granted only to key Financial user(s) that you request.

- Additionally, we need a Procurement contact identified who will be listed on all STAARS documents for vendors to contact with questions.

- Agencies need to send 1 Procurement contact and at least 1 Financial contact by COB on **Monday August 17th**

Security - Action Item

- Send an email to staars.support@finance.alabama.gov

- Include first name, Last name, work email address, phone number for the Procurement and Financial contacts by **8/17/2015**

- Financial users identified will receive access to a test environment within a few weeks

- Production access will be granted when the system goes live 10/5/2015

Online Training Courses

- Logging in and navigation is covered in the STAARS1000 Overview course (available now)

- Accessing infoAdvantage and running reports is covered in the STAARS7010 InfoAdvantage course (available September 2015)

- For more information, visit http://staarstraining.alabama.gov/

Additional Information

- STAARS Website:

  http://staars.alabama.gov/

- Access the menu on the right to subscribe, ensuring you receive all email announcements.
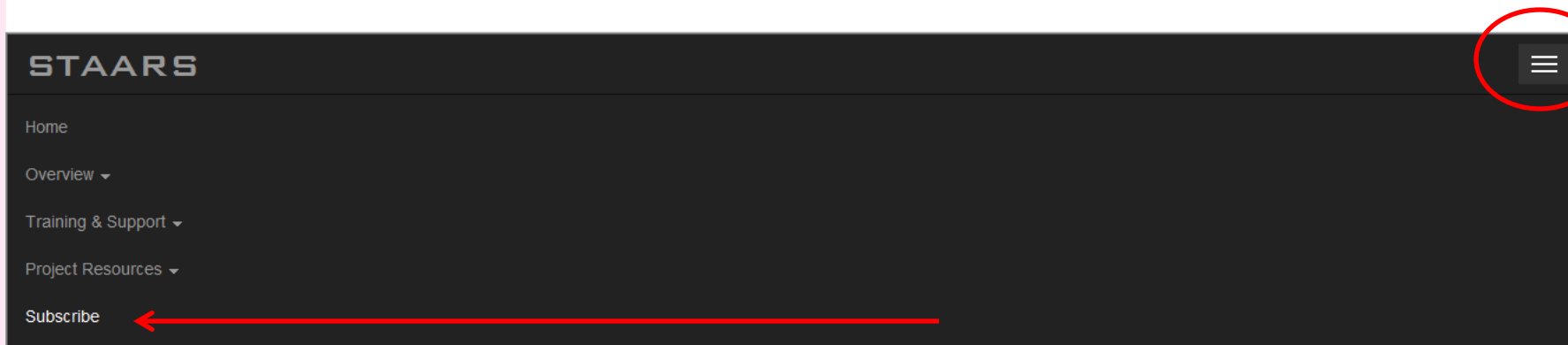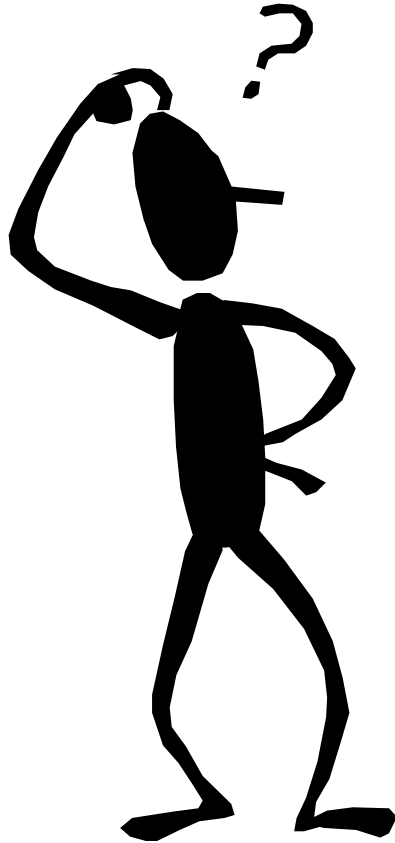
Questions?

Contact Information

We welcome your questions. Please direct questions or concerns to the

STAARS Support Center:

(334) 353-9000

staars.support@finance.alabama.gov